

CONFIDENTIAL
1875

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4 Jan 54

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File

Items for Discussion on Personnel Office Reorganization

1. Selection of appropriate titles for the office chief and assistant chief. The following alternative titles are mentioned:

- a. Deputy Director for Personnel
Assistant Deputy Director for Personnel
- ✓ b. Assistant Director for Personnel
Deputy Assistant Director for Personnel
- c. Director of Personnel
Deputy Director of Personnel

Take this

2. Table of Organization Procedure; who will sign T/O requests to signify final administrative approval?

Alternatives are:

~~Head of Personnel Office~~
DD/A T/O's - O+M to Coordinate -
~~DDA~~ must refer to DDCB if
any non-Consensus

3. Revision of general delegations of authority, covering:

- a. Personnel procurement
- b. Appointment
- c. Classification and wage administration
- d. Promotion
- e. Reassignment
- f. Separation, including suspension
- g. Allowances and overseas differentials
- h. Personnel contracting
- i. Dual compensation
- j. Use of personnel of other Federal Agencies (CFR 7,3)
- k. Supergrade procedure
- l. Administration of provisions of Executive Order 10450.
- m. Employment Review Board procedure
- n. Tuition for dependents of overseas employees
- o. Employee suggestions (efficiency) awards
- p. Authorization for attendance at international conferences
(Reg. No.)

Pass 6 mos.

4. Personnel ceiling control functions --

5. Selection of Junior Officer Trainees

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- ✓ 6. Psychological services, including test administration and assessment.
- ✓ 7. Honor Awards Program + *Charters*
- ✓ 8. Revision of DB/A Charter to eliminate responsibility for all administrative support.
- ✓ 9. Clarification of policy concerning approval and authentication of personnel regulatory material and other issuances.

✓ 10. AD/P Chairman CSB
Make a member

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- 11. *apppt of Consultants*
- 1 2. *Contract people at 16, 17, + 18 salary*
- 1 3. *Learn w/ Asst Sec Def*
Manpower + Personnel